

**TOWN OF NEEDHAM**  
**How to file An Application for a New Alcoholic Beverage License**

The following information is required at the time a new Alcoholic Beverage License application is submitted. *If you have any questions regarding this process, please contact the Office of the Town Manager at (781) 455-7500 extension 204.*

**FOR ON PREMISE (M.G.L. CH 138 CH 12) AND OFF PREMISE (M.G.L.CH 138 CH 12) APPLICANTS**

Completed application for New Retail License -. This form is downloaded from the Alcoholic Beverages Control Commission website: [www.mass.gov/abcc](http://www.mass.gov/abcc). Carefully review this application, complete all questions and attach all required documentation.

The Town of Needham Regulations for the Sale of Alcoholic Beverages should be reviewed to ensure that application is in compliance with Town regulations. This document can be found on the webpage: [www.needhamma.gov/bosliquor](http://www.needhamma.gov/bosliquor).

In addition to the above mentioned completed application and ALL required attachments including fees to the ABCC, the following items should be submitted to the Needham Board of Selectmen:

1. d/b/a certificate is required if business name will be different than the corporate name. These are usually filed with the Town Clerk's office.
2. Town of Needham CORI form. This form can be downloaded from the website: [www.needhamma.gov/bosliquor](http://www.needhamma.gov/bosliquor). The proposed manager will need to present this form in person to the Town Manager's office with picture ID.
3. Proof of Liquor Liability Insurance.
4. A \$150.00 check application fee is due when the application is filed. The check must be made out to "Town of Needham". Fee for a transfer of license is \$100.00.
5. Any additional compliance items included in the Needham Regulations for the Sale of Alcoholic Beverages.

On Premise applicants must also apply for a Common Victualler license (if not already licensed). With this application, include:

Menu – Board of Selectmen want to see that alcohol is incidental to food  
Workman's Compensation Affidavit  
Certificate of Workers Compensation Insurance

**AFTER SELECTMEN OFFICE (LLC) ACCEPTS APPLICATION:**

The Local License Authority (LLC) takes the following steps:

- Set a date for public hearing for the application on the Board of Selectmen Agenda
- Create an advertisement to be published in the newspaper (Needham Times).
- Notify the applicant of the hearing date, time, and location as well as any missing paperwork to be submitted before the hearing and provide applicant with notification to send to abutters, list provided by the LLC.

**APPLICANT RESPONSIBILITIES:** Notification of public hearing to abutters by certified mail; return receipt requested and payment to newspaper for legal notice of hearing. Affidavit of Notice of Mailing to Abutter and Others must be completed and returned with return receipts, certified receipts and proof of payment for newspaper ad to the Board of Selectmen's Office on the Thursday immediately preceding the scheduled public hearing date.